

**SWEETWATER UNION HIGH SCHOOL DISTRICT**

**CLASSIFICATION:** Personnel

**POLICY NO.:** 2300

**SUBJECT:** Conflict of Interest Code

**ADOPTED:** October 21, 2002

**RESPONSIBLE OFFICE:** Legal Support Services

**REVISED:** June, 2006

**REFERENCE:** Policy 9121, 4430, 1215

**NEXT REVIEW:** 2010

**PAGE 1 OF 2**

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**I. Purpose**

The Political Reform Act (California Government Code §§ 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit. 2, § 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the Conflict of Interest Code of this district by reference. This regulation (which is annexed hereto as Exhibit A), and the attached Appendix designating officials and employees and, *inter alia*, establishing economic disclosure categories shall constitute the Conflict of Interest Code of this District.

**II. Place of Filing of Statements of Economic Interests**

- A. All officials and employees that are required to submit a statement of economic interest (Employees in Designated Positions) shall file their statements with the superintendent, or his or her designee. The district shall make and retain a copy of all statements filed by its board of trustees members, alternate board of trustees members, as appropriate, and its superintendent, and forward the originals of such statement to the Executive Office of the Board of Supervisors of San Diego County.
- B. The district shall retain the originals of statements for all other Designated Positions named in the district's Conflict of Interest Code. All retained statements, originals or copies shall be available for public inspection and reproduction. (Cal. Gov't Code § 81008)

**III. Prohibited Transactions**

Board of Trustees Members, employees in Designated Positions, and members of citizens' oversight committees shall comply with the Prohibited Transactions policy, annexed hereto as Exhibit B, pursuant to California Government Code §§ 1090, et seq.

# APPENDIX A to BP 2300

## APPENDIX TO THE CONFLICT OF INTEREST CODE (BP 2300) OF THE SWEETWATER UNION HIGH SCHOOL DISTRICT DESIGNATING POSITIONS AND DISCLOSURE CATEGORIES

DESIGNATED POSITIONS NUMBERS	DISCLOSURE CATEGORY
Accounting Assistant	1, 3
Accounting Supervisor	1, 3
Area Superintendent(s)	1, 2, 3, 4
ASB Accounting Technician	1, 3
Assistant Business Manager	1, 3
Assistant Director of Planning	1, 3
Assistant Director of Information Technology	1, 3
Assistant Director of Special Services	1, 3
Assistant Principals	1, 3
Assistant Principal - Adult Education Fee-Based Programs	1, 3
Assistant Principals Student Activities	1, 3
Associated Student Body Advisors	1, 3
Benefits Supervisor	1, 3
Board of Trustees Members	1, 2, 3, 4
Buyer	1, 3
Carpentry Shop Supervisor	1, 3
Chief Financial Officer	1, 2, 3, 4
Chief Operating officer	1, 2, 3, 4
Clerk of the Board/Executive Assistant to the Board	1, 3
Consultants <sup>6</sup>	1, 3
Director of Adult Education	1, 3
Director of Alternative Education	1, 3
Director of Categorical Programs	1, 3
Director of Certificated Personnel	1, 3
Director of Classified Personnel	1, 3
Director of Curriculum and Language Acquisition	1, 3
Director of Curriculum Development	1, 3
Director of District Academic Support Programs	1, 3
Director of Educational Technology	1, 3
Director of Financial Services	1, 3
Director of Food Services	1, 3
Director of GEAR UP	1, 3
Director of Grants and Communications	1, 3
Director of Higher Academic Achievement Initiatives	1, 3

<sup>6</sup> The Superintendent, or his or her designated official, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent's (or his or her designated official's) determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

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SWEETWATER UNION HIGH SCHOOL DISTRICT DESIGNATING POSITIONS AND  
DISCLOSURE CATEGORIES**

<b>DESIGNATED POSITIONS NUMBERS</b>	<b>DISCLOSURE CATEGORY</b>
Director of Information Technology	1, 3
Director of Labor Relations	1, 3
Director of Maintenance	1, 3
Director of Planning and Facilities	1, 3
Director of Professional Development	1, 3
Director of Purchasing and Business Support Services	1, 3
Director of Research and Evaluation	1, 3
Director of Risk Management	1, 3
Director of ROP/Special Sessions	1, 3
Director of Special Services	1, 3
Director of Student Services	1, 3
Director of Transportation	1, 3
Director of Visual and Performing Arts	1, 3
Dist Mail Services Supervisor	1, 3
District Committee Members <sup>7</sup>	1, 2, 3, 4
District Superintendent	1, 2, 3, 4
Electrical Shop Supervisor	1, 3
Electronics Shop Supervisor	
Energy Conservation Manager	1, 3
Executive Director of Human Resources	1, 2, 3, 4
Facilities Accounting Supervisor	1, 3
Fleet Maintenance Supervisor	1, 3
Food Service Area Supervisor	1, 3
Food Service Supervisor	1, 3
Grants and Communications Manager	1, 3
Hazmat Safety Supervisor	1, 3
HVAC & Refrig. Shop Supervisor	1, 3
Info Tech Network Supervisor	1, 3
Info Tech Support Supervisor	1, 3
Information Services Project Manager	1, 3
Information Systems Supervisor	1, 3
Internal Auditor	1, 3
Maintenance Planner/Coordinator	1, 3
Maintenance Shop Supervisor	1, 3
Office Supervisor	1, 3
Paint Shop Supervisor	1, 3
Payroll Manager	1, 3
Performing Arts Facility Manager	1, 3
Plant Operations Supervisor	1, 3
Plumbing/Heavy Equip Supervisor	1, 3
Principals	1, 3

<sup>7</sup> Disclosure of economic interests shall be required of a District Committee Member only if the Member serves on a District Committee with decision-making authority, as defined in the Code of Regulations, Title 2, Section 18701.

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DESIGNATED POSITIONS NUMBERS	DISCLOSURE CATEGORY
Program Manager	1, 3
Project Specialist	1, 3
Psychologist	1, 3
Publications Supervisor	1, 3
Senior Buyer	1, 3
Storekeeper	1, 3
Student Support Services Manager	1, 3
Supervisor - Attendance/Student Welfare	1, 3
Training Manager Educational Technology	1
Transition Services Supervisor	1, 3
Transportation Supervisor	1, 3
Warehouse Supervisor-Food Sv	1, 3

# APPENDIX B TO BP 2300

## SWEETWATER UNION HIGH SCHOOL DISTRICT DISCLOSURE CATEGORY DEFINITIONS

Disclosure Category	Definition
1*	Personnel who make decisions and/or are involved in the decision making process must report investments and/or business positions worth more than \$2,000 in business entities which have contracted with the district within the past two (2) years or which may foreseeably in the future contract with the district to provide services, supplies, materials, machinery, or equipment.
2*	Personnel who make decisions and/or are involved in the decision making process must report interests and/or business positions worth more than \$2,000 in real property which may foreseeably in the future be developed as residential property or may be considered by the district for any school use.
3	Personnel who make decisions and/or are involved in the decision making process must report income of \$500 or more or gifts worth \$50 or more from sources which have contracted with the district within the past two (2) years or which may foreseeably in the future contract with the district to provide services, supplies, materials, machinery, or equipment.
4*	Personnel who make decisions and/or are involved in the decision making process must report interests and/or business positions worth more than \$2,000 in real property including business entities or trusts in which ownership interest is ten percent (10%) or greater.

\* Ownership of interests include those of the designated employee, his/her spouse, dependent child, business entity controlled by the designated employee (including his/her spouse, dependent child), held in trusts for the designated employee (including his/her spouse, dependent child).